



CITY OF WATERBURY DEPARTMENT OF PLANNING PROTOCOL FOR ACKNOWLEDGEMENT OF FIRST DIVISIONS

CGS Section 8-18 defines "subdivision" as "...the division of a tract or parcel of land into three or more parts or lots made subsequent to the adoption of subdivision regulations..." Thus any "parcel" may be split into two pieces without subdivision approval. To assure proper recording of such first divisions on the City Land records, a Protocol of Acknowledgement will confirm the conformance of the first division with the statutes and applicable regulations. Required information should be sufficient to demonstrate conformance of any new building lot with applicable Zoning and Health Department requirements.

Planning staff acknowledgement of "first division" eligibility should not be interpreted as a legal opinion. Applicants are advised to consult a private attorney

Required Information (signed and sealed by a surveyor registered to practice in the State of Connecticut)

- A-2 Survey Map, on good quality Mylar suitable for filing, of the entire parcel showing the property boundaries before and after the first division.
- Legal description of the property boundaries after the first division.
- Deed history from the effective date of Subdivision Regulations (August 2, 1943).
- Health or Sanitarian approval of lot line revision.

Procedure

- Documentation is reviewed by Planning staff and, if necessary, Planning Commission.
- A cover form and checklist is attached to the survey map and legal description and returned to the property owner or agent for filing on the Land Records.
- A copy of the form is retained by the Planning Office.